

Co-operative Housing Federation of British Columbia

Instructions for Delegates Participating Remotely

These instructions are for voting delegates. If you are an alternate or guest, some of these features will not be available to you. These instructions may vary depending on the type of device or smartphone. For example, iPads have the control panel and menu bar at the top.

TIPS

If you are using a web browser, leave full screen view by hitting the [ESC] key on your keyboard or through the control panel in the top of the screen.

If you do not see the control panel at the bottom of your computer screen (or top of iPad), hover your mouse over the screen.

ZOOM INFORMATION

Online
Meeting ID: 883 9103 7903
Passcode: 424385

By Phone:
1-855-703-8985 Toll-free

SIGN-PROCESS

Once you join the Zoom meeting, you will first enter a “waiting room”. The CHF BC Zoom Host will let delegates into the main meeting. To sign-in, wait until you the host asks you to confirm your name and that you’re a delegate for your co-op to CHF BC staff.

(By phone):

Once you’ve entered the meeting from the waiting room, to unmute yourself, you will need to press * 6 on your phone keypad.

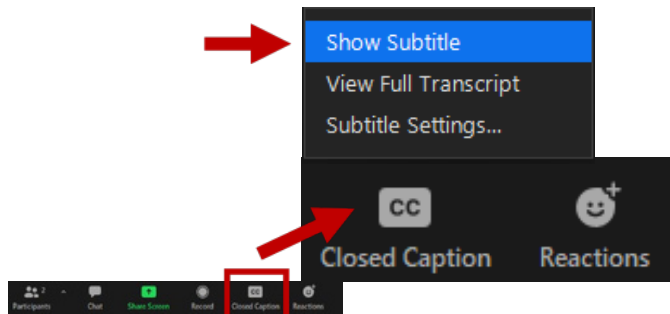
IDENTIFICATION OF VOTING DELEGATES

Our staff will rename voting delegates during registration as follows:

@D – Co-op Name – Member’s First Name

CLOSED CAPTION - SPEECH TO TEXT

At meetings where Speech to Text services are provided by a third party, delegates can read the captions by turning on the Closed Captions on their Zoom Platform.



DELEGATE FUNCTIONS

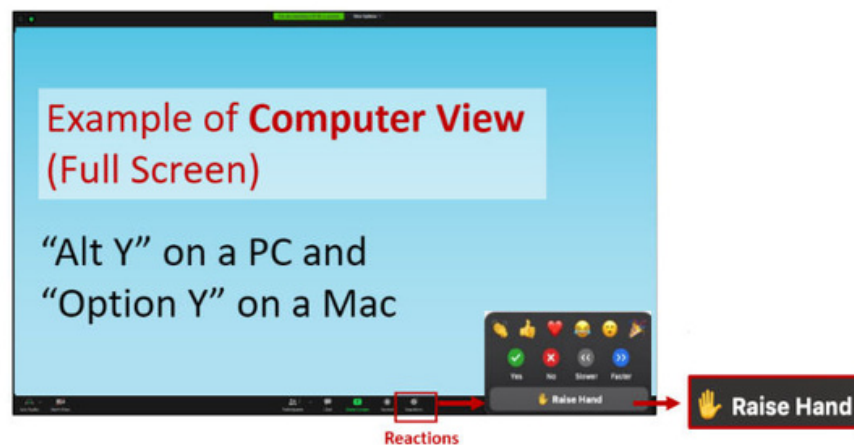
Delegates making or seconding a motion, requesting to speak, raising a point of order, or voting, must use the “Raise Hand” function in Zoom. The chair or their designate will read their names into the meeting record.

Once a motion has been moved and seconded the chair will ask “All in favour” and “Any opposed”. Only voting delegates can raise their virtual hands.

Computer View

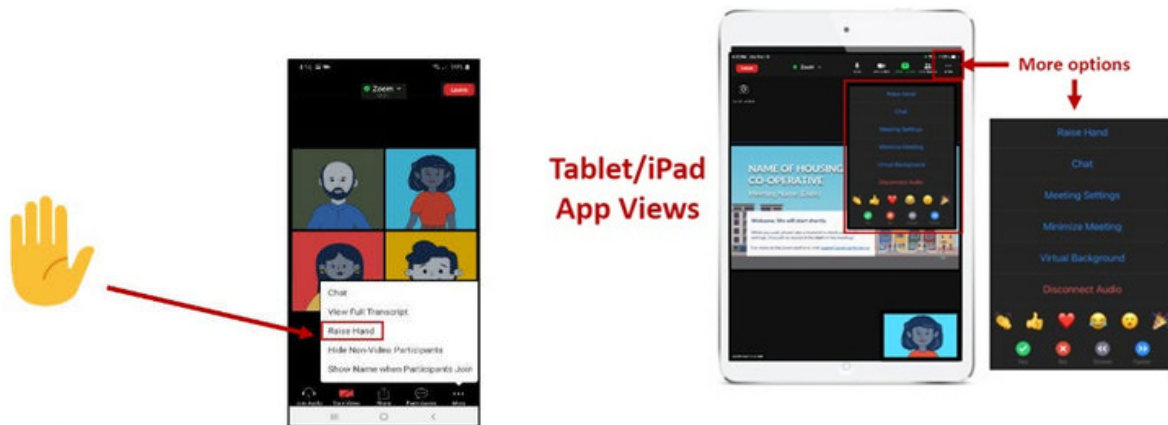
You will find your “raise hand” icon feature by clicking the **reactions icon** in the control panel at the bottom. Click on “**Raise Hand**” to raise and click again to lower hand.

Shortcut: On a PC, push **Alt Y** on your keyboard. On a Mac push **Option Y**. A raised hand will appear beside your name. Press those same keys again to lower your hand.



Tablet/iPad and Smartphone View

On the Zoom app, click on “...” on the control panel/menu bar and then click on “Raise hand”.



Mobile App Views

Calling/Dialing in by phone

On a phone with no app, press star nine (*9) to raise (and lower) your hand.

Controls for Participants Calling in by Phone



The following commands
can be entered using
your phone's dial pad:

*6 Toggle
mute/unmute

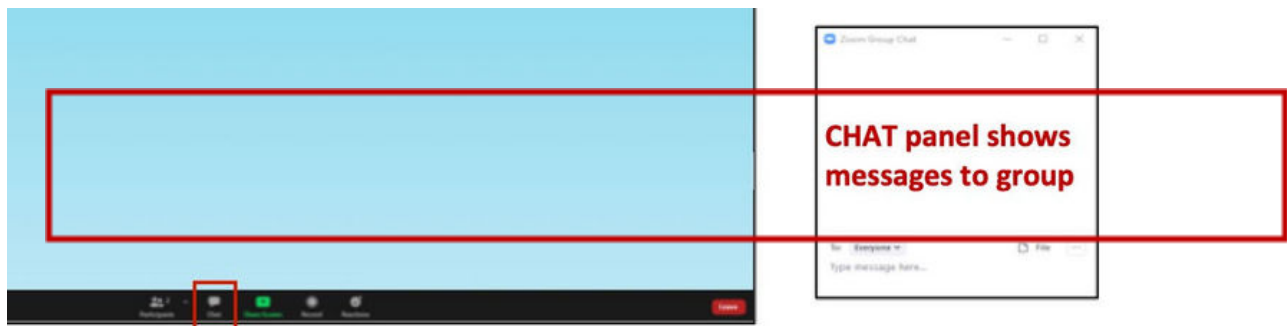
*9 Raise hand 

PARTICIPATION

Participation is through Chat with other remote attendees or you may ask the chair permission to speak in the meeting by using the chat or raising your hand. During the election, you will have a chance to meet the candidates in the room and online, before voting.

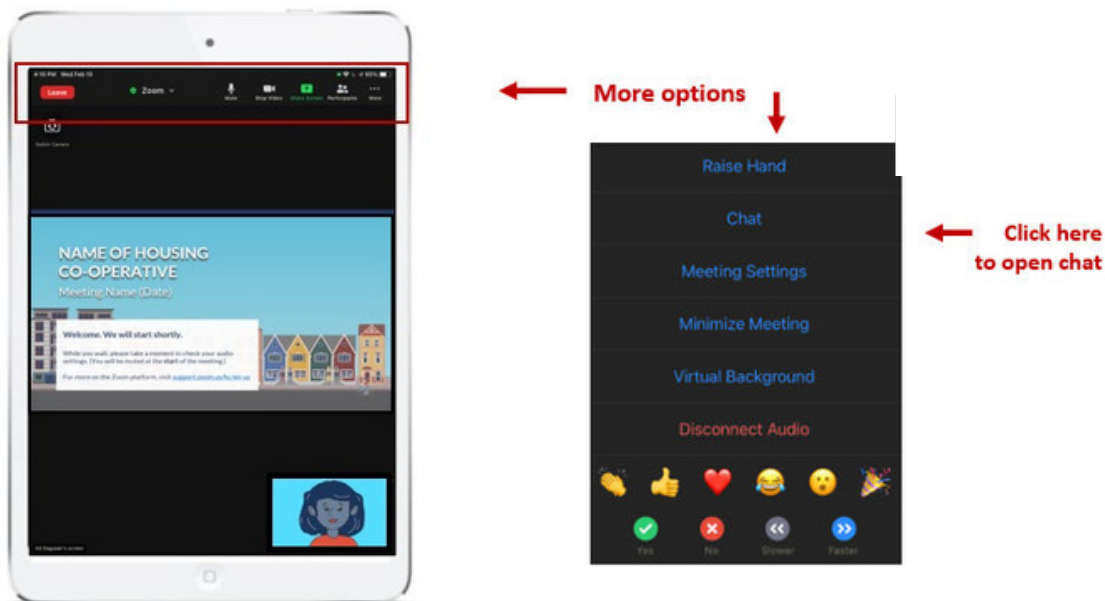
Computer View

If you are using a computer or smartphone, you can view and send chat messages. On your computer view, click on the chat icon in the control panel.



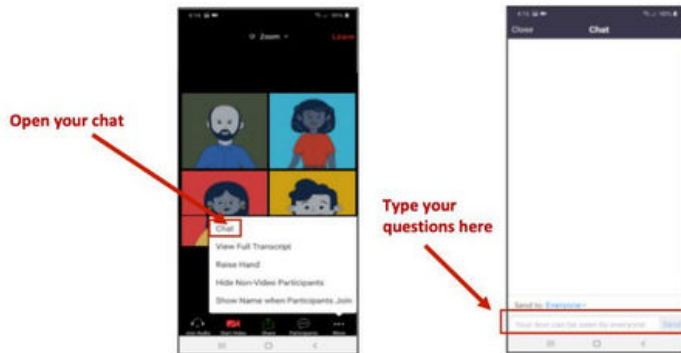
Tablet/iPad App Views

On a Tablet or iPad with the Zoom app, go to the **control panel** (menu bar) **at the top**, then click on the **button with the three dots** showing "...". Click on Chat.



Mobile App Views

On a **smartphone with the Zoom app**, go to the **control panel (menu bar) at the bottom**, then click on the **button with the three dots showing “...”**. Click on Chat.



Mobile App Views

Calling/Dialing in by phone

You are not able to use the chat function over phone. You will have to raise your hand if you wish to speak.

ELECTING CANDIDATES FOR THE BOARD OF DIRECTORS

Before the start of the meeting, and again prior to the election, a staff person will provide instructions on how you can vote for the board candidates using Election Runner.